GENERAL SERVICES ADMINISTRATION AUTHORIZED FEDERAL SUPPLY SERVICE SCHEDULE PRICELIST

LANGUAGE SERVICES

FSC GROUP 738 PART II

Special Item Number 382-1

TRANSLATION SERVICES

Contractor:



MVM, Inc. 1593 Spring Hill Road Suite 700 Vienna, VA 22182 (703) 790-3838 http://mvminc.com

Contract Number:

GS-10F-0392N

Supplement Number:

001

Contract Period: May 13, 2008 through May 12, 2013



On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.



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ABOUT MVM, Inc.

MVM was founded in 1979 by three former Agents of the United States Secret Service. Today, MVM is a Government contractor employing over 2,500 professionals whose sole mission is to support the Federal Government's intelligence, military, and law enforcement services. Whether the mission is supporting the Drug Enforcement Administration (DEA) with the translation of active court ordered wiretaps in the war on illegal drugs, supporting the Bureau of Prisons with the translation of verbal or written communications of terror suspects held in U.S. custody, or supporting our military and intelligence communities on the front lines on the war on terror, for over 28 years MVM has proven to be a capable and reliable partner.

MVM has grown and succeeded as a Government contractor by thoroughly identifying with and understanding our customer, the Federal Government.

There are many companies offering language services to the Federal Government, but none possess the managerial acumen, technical skills, years of experience, depth of resources and technological support that MVM brings to its clients.

A successful contractor must have the experience and resources necessary to implement managerial controls, personnel procedures and quantifiable productivity and efficiency measures. These resources include:

- Leadership In the corporate ranks and on the project/contract
- Expertise A thorough understanding of linguistics coupled with a thorough understanding of the intricacies of intelligence gathering and analysis
- Resources The financial strength and corporate resources needed to support a project/contract
- Productive Effectively manage workload, workflow, productivity and efficiency
- Personnel and Management Access to sufficient numbers of qualified linguists, and managers coupled with the ability to support, monitor and retain them

Leadership

In 1989 our management team was one of the first government contractors selected to provide the Drug Enforcement Administration with translation support services for court ordered wiretaps. DEA again selected us in 2003 to support its internal security programs (the safe-guarding of classified information) by placing Divisional Security Officers in field offices across the country. In 2006 the Bureau of Prisons selected MVM when BOP needed immediate support in translation services for terrorist suspects held in their custody.

Finally, as it has been for the last 10 years, MVM continues to work hand and hand with the Intelligence Community deploying hundreds of personnel everywhere the United States fights the war on terror. Whether MVM is deploying a small group of specialists into a hostile area or



deploying hundreds of our employees at a client's facility, in each case MVM has demonstrated not only the ability to attract, retain and support its employees but to effectively manage these programs.

Expertise

Expertise can be defined as skill coupled with the relevant experience needed to accomplish the task at hand. The MVM team possesses the requisite expertise for it is made up of individuals who have intimate knowledge of and personal experience in running intelligence programs for either law enforcement or military agencies. This experience is complemented by managers that started their careers as linguists. The managers who will oversee this program either on site or in our corporate offices have performed the work that we are now asking our linguists to do.

Resources

By placing tremendous emphasis on being an Employer of Choice MVM has developed the managerial and administrative systems needed to ensure that employee issues are quickly and fairly resolved.

Within the ranks of MVM's corporate staff our customers will find support services to include a Human Resources Division that houses Recruiting, Employee Benefits, Employee Relations, Employee Assistance and Human Resources Information Systems (HRIS); an Accounting and Finance Division that houses Payroll, Accounts Receivable, Accounts Payable and Contract Administration; an Administrative Division that houses Information Technology, Logistics, Facilities, Licensing and Administrative Support Services.

Personnel and Management

Without question, the fulcrum on which projects/contracts rests is qualified linguists in sufficient numbers to perform the mission at hand. Our approach to supplying our customers with an experienced talent pool is simple: on going recruitment efforts that yield sufficient number of qualified linguists to support projects/contracts. MVM has over 120 cleared and qualified linguists personnel to meet our customers needs. Linguists posses Top Secret and Secret level clearances.

Having a sufficient number of linguists is one matter; properly managing, motivating and supporting them is another. In this regard, MVM is proud of the managerial depth of our corporate team as well as on-site program managers and or floor managers. Our Linguistics Division is headed by managers with more than 15 years experience operating language programs for the Federal government and our on-site management team has a unique blend of managerial acumen, linguistic expertise and technological skill.

Why MVM is the Right Choice

In selecting MVM our customer has a company that not only provides quality personnel, but also provides a quality managerial program that focuses on attracting and retaining the right staff and communicates with its staff through regular performance appraisals.



Finally, MVM is a firm with a corporate culture that is founded on the principle of caring, for our employees and our customers.

MVM possesses the mixture of skills and experience to ensure success:

- Our managers understand that they are responsible for two primary tasks, deliver the services, and manage our employees and vendors.
- Over 15 years experience building language programs from the ground up.
- A proven and successful procedure-oriented workload and workflow monitoring process.



SECTION 1 CUSTOMER INFORMATION

1. SPECIAL ITEM NUMBERS (SINs)

This Contract covers the following special item numbers, as fully described in Section 3 of this Schedule/Pricelist:

SPECIAL ITEM NUMBER 382-1 TRANSLATION SERVICES

LABOR CATEGORIES and PRICES available for each SIN are listed and described in Section 4 of this Schedule/Pricelist.

- 2. **MAXIMUM ORDER**. The maximum dollar value of any order placed under this Schedule/Pricelist is \$1,000,000. MV may accept orders that exceed this amount as specified in Section 2 below.
- 3. **MINIMUM ORDER.** The minimum dollar value of any order placed under this Schedule/Pricelist is \$100.
- 4. **GEOGRAPHIC SCOPE OF CONTRACT.** The geographic scope of this contract is the 48 continuous states, the District of Columbia, Hawaii, and Puerto Rico.
- 5. **POINTS OF PRODUCTION**. Services under this Schedule/Pricelist are available as specified in individual delivery orders.
- 6. **DISCOUNTS FROM LIST PRICES**. Government net prices with discounts already deducted are included in Section 4 of this Schedule Pricelist. MVM may negotiate additional discounts on orders that exceed the maximum order amount.
- 7. **QUANTITY DISCOUNTS**. MVM may negotiate discounts on orders that exceed the maximum order value and exceed a twelve (12) month performance period.
- 8. **PROMPT PAYMENT TERMS**. MVM's terms are net 30 days.
- 9. ACCEPTANCE OF GOVERNMENT PURCHASE CARDS.
- a. MVM will accept Government purchase cards for orders below the micropurchase threshold (\$2,500).
- b. MVM may accept purchase cards for orders that exceed the micropurchase threshold.
- 10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN). None.



11. DELIVERY

- a. **TIME OF DELIVERY**. MVM will deliver or perform services in accordance with the terms negotiated in the agency's order.
- b. **EXPEDITED DELIVERY**. Certain services may be available for expedited delivery. Please contact MVM.
 - c. OVERNIGHT AND 2-DAY DELIVERY. Please contact MVM.
 - d. **URGENT REQUIREMENTS**. Please contact MVM.
- 12. F.O.B. POINT(S). Destination.

13. ORDERING

a. ORDERING ADDRESS.

Orders should be addressed to:

MVM, Inc.

1593 Spring Hill Road, Suite 700

Vienna, VA 22182

Attention:

GSA Contract Administrator

b. **ORDERING PROCEDURES.** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. PAYMENT ADDRESS.

MVM, Inc.

1593 Spring Hill Road, Suite 700

Vienna, VA 22182

Attention:

Accounts Receivable

- 15. WARRANTY PROVISION. MVM's standard commercial warranty applies.
- 16. **EXPORT PACKING CHARGES**. Not applicable.
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE. Please contact MVM.



- 18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR. Not applicable.
- 19. TERMS AND CONDITIONS OF INSTALLATION. Not applicable.
- 20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES. Not applicable.
- 20A. TERMS AND CONDITIONS FOR ANY OTHER SERVICES. Not applicable.
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS.** Not applicable.
- 22. LIST OF PARTICIPATING DEALERS. Not applicable.
- 23. **PREVENTIVE MAINTENANCE.** Not applicable.
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS). Not applicable.
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. Not applicable.
- 25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER. 03-804-9532
- 26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE.** MVM is listed under the DUNS number indicated above.



SECTION 2 ADDITIONAL TERMS AND CONDITIONS

- 1. **TYPES OF ORDERS**. Both Time and Materials (T&M) and Firm Fixed Price orders may be placed under this Schedule/Pricelist.
- 2. **OTHER DIRECT COSTS (ODCs)**. MVM charges for ODCs such as direct materials, reproduction, long distance telephone, postage/overnight delivery, computer usage time, and travel. Travel costs will be charged in accordance with the Federal Travel Regulations (FTR). MVM's G&A rate applies to all ODCs.

For T&M orders, MVM will bill for ODCs at cost as described above plus G&A. For Firm Fixed Price orders, MVM will include amounts for all ODCs except travel in our quotation.

- 3. **INDUSTRIAL FUNDING FEE**. The Industrial Funding Fee is included in the rates shown in Section 4 below.
- 4. **PROGRESS PAYMENTS**. MVM will request progress payments on Firm Fixed Price orders that have a performance period that exceeds sixty (60) calendar days.

5. REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

MVM will honor any order exceeding the maximum orders stated in Section 1 paragraph 2, unless that order (or orders) is returned to the ordering office within 5 workdays after receipt, with written notice stating the Contractor's intent not to ship the item (or items) or perform the service (services) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

The Contractor shall honor any purchase card orders exceeding the maximum orders stated in Section 1 paragraph 2, unless that order (or orders) is returned to the ordering office within 24 hours after receipt, with written notice stating the Contractor's intent not to ship the item (or items) or perform the service (services) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

6. **SPECIAL PROVISIONS FOR TASK ORDERS**. Agencies may incorporate provisions in their task order that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law.



SECTION 3 DESCRIPTION OF SERVICES

1. Special Item Number 382-1, TRANSLATION SERVICES

The contractor shall provide multilingual translation services in native languages to include but not limited to the translation of Business, Legal, Medical, Technical documents, Software, Manuals, Web sites, Intranet, Video and Audio in written, Braille, graphic, electronic, multi-media and various other forms of communication.



SECTION 4 LABOR CATEGORY DESCRIPTIONS

SPECIAL ITEM NUMBER 382-1, TRANSLATION SERVICES

Linguist				
Education	Experience	Typical Client Job Title		
Bachelor of Arts degree or equivalent experience;	1 year translation experience	Linguist		
Language Proficiency Certification		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		

Description

Demonstrated ability to translate from a variety of languages to English. Thorough understanding of dialects, jargon, slang, and colloquial expressions. Able to translate repetitive material in specialized areas, including documents, reports, and general correspondence. Possesses the ability to listen to oral intercepts in English/Foreign languages and provide immediate verbal summaries of each intercepted call, then type into English.

Pricing for Linguists depends upon language capability as follows:

Group 1	English
Group 2	Spanish
Group 3	French, Greek, Italian, Dutch, German, Serbo-Croatian, Croatian
Group 4	Albanian, Armenian, Polish, Bengali (Bangla)
Group 5	Azerbaijani, Papiamento, Russian
Group 6	Bulgarian, Creole, Czech, Portuguese, Danish, Finnish, Flemish, Hausa, Lithuanian, Swedish, Norwegian, Slovenian, Turkish, Estonian, Haitian
Group 7	Hebrew, Fulani, Ga, Vietnamese, Nigerian Krio, Nigerian Pidgin, Wolof, Yoruba
Group 8	Burmese, Belorussian, Dari, Fukien, Hindi, Ibo, Japanese, Kashmiri, Khmer, Nigerian, Persian Farsi, Punjabi, Romanian, Sanskrit, Sindhi, Swahili, Twi, Ukrainian, Yiddish, Baoule, Dinka, Dioula, Edo, Fanti, Fioti, French Congolese, Kikongo, Kurdish, Lingala, Sinhalese, Temne, Tigrinya
Group 9	Arabic, Farsi, Korean, Lao, Mandarin, Somali, Tagalog (Filipino), Thai, Agni, Akan, Aramaic, Amharic, Ashanti, Cebuano (Visayan), Chavacano, Ilokano, Ilonggo, Malay, Memoni (Memon), Pangasinan, Sierra Leon Krio
Group 10	Cambodian, Cantonese, Taiwanese, Urdu/Punjabi, Urdu/Pashtu, Gujarati, Hindko, Tamil, Hmong



Linguist Team Leader				
Education	Experience	Typical Client Job Title		
Bachelor of Arts degree or equivalent experience;	1 year translation experience	Team Leader Quality Control Specialist		
Language Proficiency Certification				

Description

- Team Leaders serve as a point of contact for an on-site or an off-site translation team. A Team Leader may:
- Assist first line supervisor with administrative functions;
- Manage employee work schedule;
- Assist with training of new and existing personnel;
- · Maintain records of work production;
- · Ensure that projects are being completed timely;
- Track time line for delivery of projects;
- · Perform final review of transcription/translation;
- Report on the performance, output and delivery of translation team;
- Translate to English from to a specific or various foreign languages; and/or
- Transcribe and translate from various forms of media or as assigned.

Team Leaders are typically responsible for overseeing projects staffed with 3 – 12 Linguists.

Depending on the size of a project and the level of activity, Team Leaders may also be assigned to monitor, translate, transcribe, and/or review work.

Pricing for Linguist Team Leaders depends upon language capability as follows:

Group 1	English
Group 2	French, Spanish
Group 3	Greek, Italian, Dutch, German, Polish, Croatian
Group 4	Albanian, Azerbaijani, Bengali (Bangla)
Group 5	Armenian, Bulgarian, Creole, Czech, Portuguese, Danish, Finnish, Flemish, Hausa, Russian, Serbo-Croatian, Swedish
Group 6	Arabic, Burmese, Belorussian, Hebrew, Lithuanian, Papiamento, Somali, Thai, Norwegian, Slovenian, Turkish, Estonian, Haitian
Group 7	Romanian, Sanskrit, Sindhi, Twi, Ukranian, Yiddish, Yoruba, Nigerian Krio, Nigerian Pidgin, Wolof
Group 8	Cambodian, Cantonese, Dari, Fukien, Fulani, Ga, Hakka, Hindi, Hungarian, Ibo, Japanese, Kashmiri, Khmer, Korean, Lao, Mandarin, Nigerian, Persian Farsi, Swahili, Tagalog (Filipino), Taiwanese, Urdu/Punjabi, Urdu/Pashtu, Vietnamese, Baoule, Dinka, Dioula, Edo, Fanti, Fioti, French Congolese, Kashmiri, Kikongo, Kurdish, Lingala, Sinhalense, Temne, Tigrinya, Agni, Akan, Amharic, Ashanti, Cebuano (Visayan), Chavacano, Ilokano, Ilonggo, Malay, Memoni (Memon), Pangasinan, Sierra Leon Krio, Gujarati, Hindko, Tamil, Aramaic, Hmong



Linguist Site Supervisor			
Education	Experience	Typical Client Job Title	
Bachelor of Arts degree or equivalent experience;	Minimum of 4 years of translations experience and 2 years of	Linguist Supervisor	
Language Proficiency Certification	supervisory experience.		

Description

Manages day-to-day operations for a particular site and/or project. Assigns transcription/translation projects to Team Leaders and/or Linguists. Responsible for work output, transcription accuracy review, and the timely submission of projects. Responsible for quality control and operating procedures. Ensures integrity of transcription/translation contents, grammar, syntax, and spelling.

Pricing for Site Supervisors depends upon language capability as follows:

Group 1	Albanian, Arabic, Armenian, Azerbaijani, Bulgarian, Burmese, Belorussian, Cambodian, Cantonese, Creole, Czech, Danish, Dari, Dutch, English, Finnish, Flemish, French, Fukien, Fulani, Ga, German, Greek, Hakka, Hausa, Hebrew, Hindi, Hungarian, Ibo, Italian, Japanese, Kashmiri, Khmer, Korean, Lao, Lithuanian, Mandarin, Nigerian, Papiamento, Persian Farsi, Polish, Portuguese, Romanian, Russian, Sanskrit, Sindhi, Somali, Swahili, Swedish, Tagalog (Filipino), Taiwanese, Thai, Twi, Ukrainian, Urdu/Punjabi, Urdu/Pashto, Vietnamese, Yiddish, Yoruba, Croatian, Norwegian, Slovenian, Turkish, Estonian, Haitian, Nigerian Krio, Nigerian Pidgin, Wolof, Baoule, Dinka, Dioula, Edo, Fanti, Fioti, French Congolese, Kashmiri, Kikongo, Kurdish, Lingala, Sinhalese, Temne, Tigrinya, Agni, Akan, Amharic, Ashanti, Cebuano (Visayan), Chavacano, Ilokano, Ilonggo, Malay, Memoni (Memon), Pangasinan, Sierra Leon Krio, Gujarati, Hindko, Tamil, Bengali (Bangla), Aramaic, Hmong
Group 2	Spanish



SECTION 5 PRICING

SPECIAL ITEM NUMBER 382-1, TRANSLATION SERVICES

Contract Year (May 13, 2008 to May 12, 2013)

		Contract Year (May 13 - May 12)				
		2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
				Linguist		
	1	\$33.25	\$34.24	\$35.27	\$36.33	\$37.42
	2	\$38.33	\$39.48	\$40.67	\$41.89	\$43.14
Group*	3	\$42.55	\$43.83	\$45.15	\$46.50	\$47.90
2	4	\$52.98	\$54.56	\$56.20	\$57.88	\$59.62
‡	5	\$53.20	\$54.79	\$56.43	\$58.12	\$59.87
Language	6	\$56.19	\$57.87	\$59.61	\$61.40	\$63.24
ngı	7	\$58.51	\$60.27	\$62.07	\$63.94	\$65.85
Lar	8	\$62.83	\$64.72	\$66.66	\$68.67	\$70.72
	9	\$58.81	\$60.58	\$62.39	\$64.27	\$66.19
	10	\$72.00	\$74.15	\$76.38	\$78.67	\$81.04

			Lingui	st Team Lea	der	
	1	\$46.53	\$47.93	\$49.37	\$50.84	\$52.37
Group*	2	\$53.19	\$54.77	\$56.42	\$58.11	\$59.86
2	3	\$55.89	\$57.52	\$59.24	\$61.02	\$62.85
_	4	\$59.83	\$61.63	\$63.47	\$65.38	\$67.34
ag	5	\$62.49	\$64.37	\$66.29	\$68.29	\$70.33
-anguage	6	\$63.82	\$65.74	\$67.71	\$69.74	\$71.83
_ar	7	\$65.15	\$67.10	\$69.12	\$71.19	\$73.33
	8	\$66.49	\$68.49	\$70.54	\$72.66	\$74.83

		Ling	uist Supervi		
1	\$66.50	\$68.50	\$70.55	\$72.67	\$74.85
2	\$60.74	\$62.56	\$64.43	\$66.36	\$68.36

• See notes in Labor Category Descriptions for language group listings.



Linguist Services for Document Translation

Contract Year (May 13, 2008 to May 12, 2013)

RATE – Per Word	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Group 1	\$0.12	\$0.12	\$0.12	\$0.13	\$0.13
Group 2	\$0.13	\$0.13	\$0.14	\$0.14	\$0.14
Group 3	\$0.14	\$0.14	\$0.15	\$0.15	\$0.16
Group 4	\$0.15	\$0.16	\$0.16	\$0.16	\$0.17
Group 5	\$0.16	\$0.17	\$0.17	\$0.18	\$0.18
Group 6	\$0.17	\$0.18	\$0.18	\$0.19	\$0.20
Group 7	\$0.19	\$0.19	\$0.20	\$0.20	\$0.21
Group 8	\$0.20	\$0.20	\$0.21	\$0.22	\$0.22
Group 9	\$0.21	\$0.21	\$0.22	\$0.23	\$0.23
Group 10	\$0.22	\$0.23	\$0.23	\$0.24	\$0.25
Group 11	\$0.24	\$0.25	\$0.26	\$0.27	\$0.27
Group 12	\$0.27	\$0.27	\$0.28	\$0.29	\$0.30



Language Groups for Document Translation

Group	English
1	
Group 2	Spanish
Group 3	French, Greek, Italian, Dutch, German, Serbo-Croatian, Croatian
Group 4	Albanian, Armenian, Polish, Bengali (Bangla)
Group 5	Azerbaijani, Papiamento, Russian
Group 6	Bulgarian, Creole, Czech, Portuguese, Danish, Finnish, Flemish, Hausa, Lithuanian, Swedish, Norwegian, Slovenian, Turkish, Estonian, Haitian
Group 7	Hebrew, Fulani, Ga, Vietnamese, Nigerian Krio, Nigerian Pidgin, Wolof, Yoruba
Group 8	Burmese, Belorussian, Dari, Fukien, Hindi, Ibo, Japanese, Kashmiri, Khmer, Nigerian, Persian Farsi, Punjabi, Romanian, Sanskrit, Sindhi, Swahili, Twi, Ukrainian, Yiddish, Baoule, Dinka, Dioula, Edo, Fanti, Fioti, French Congolese, Kikongo, Kurdish, Lingala, Sinhalese, Temne, Tigrinya
Group 9	Arabic, Farsi, Korean, Lao, Mandarin, Somali, Tagalog (Filipino), Thai, Agni, Akan, Aramaic, Amharic, Ashanti, Cebuano (Visayan), Chavacano, Ilokano, Ilonggo, Malay, Memoni (Memon), Pangasinan, Sierra Leon Krio
Group 10	Cambodian, Cantonese, Taiwanese, Urdu/Punjabi, Urdu/Pashtu, Gujarati, Hindko, Tamil, Hmong
Group 11	
Group 12	